

3902 Heritage Drive
Taber, Alberta
T1G 1A2
403 223-1399

TABER CHRISTIAN REFORMED CHURCH FACILITY RENTAL FORM



Applicant Information

Name of Person / Group Booking Event:

Name of Contact (if different than above):

Phone:

Email:

Function Information

Date Required: Month / Day / Year Sun Mon Tue Wed Thu Fri Sat

Times Required: (Please include set-up and clean-up in these hours)

From: AM PM To: AM PM Event Start Time:

Is rehearsal time required? No Yes – If Yes, Date and Time:

Type of Function:

Rental Requirements and Fees

Wedding (\$500), Funeral (\$300) **Both rental costs include \$100 fee for Janitorial staff**

This is for a Non-Member Daily Facility Rental Fee which will include the use of the Sanctuary, Fellowship Hall and Kitchen. There can only be a qualified church member operating on Sound and/or Projection.

*The renter is responsible for creating and providing their own PowerPoint slides, or you will be charged \$50 per hour for church staff to create (if time allows). *

Cheques to be made payable to: Taber Christian Reformed Church

Please note: Suggested person(s) are under no obligation to commit or make themselves available for your function

- Fellowship Hall/Kitchen (3hr rental)
Member (free) | Non-member (\$100)
- Gym (2hr one-time rental)
Member (free) | Non-member (\$50)

Sound System / Projector* – \$50 per hour

Pianist** – \$50 per hour

*No untrained persons may use the sound or projector equipment. If renter requires the use of the sound system and/or projector, a church representative will direct you to a qualified person. Arrangements and payment are to be made directly with that person.

**If renter requires the services of a pianist, a church representative can direct you to a capable person. Arrangements and payment are to be made directly to that person.

Rental Policies and Rules

1. The individual signing the Rental Agreement is responsible for reading, signing and submitting this rental form to the Church Administrative Assistant prior to the event.
2. Post receipt of the signed Rental Agreement a code to the lock box will be provided to you to access the key which unlocks and locks the breezeway door. Once your group has entered the building, **please lock the door and return the key to the lock box via the key drop at the top of the box.**
3. Rental of the church facilities in no way implies endorsement by the Church of the renting group or organization, or of the activities conducted by the rental group.
4. This Church is a smoke-free building.
5. The consumption of alcohol is prohibited.
6. No food or drinks are allowed in the **sanctuary or foyer.**
7. To prevent damage to the musical instruments, the **pianos and organs in the Sanctuary and Fellowship Hall must not be moved** under any circumstances, and **no items** (including flowers or refreshments) **shall be placed on them.**
8. Confetti, rice or sparkles are not to be used within the church facility or on the Church property.
9. The use of open-flame candles is prohibited.
10. All renters will conduct their functions to permit the closing of the facility by **11:00pm- unless permission is granted.**
11. Any damage to equipment or facilities, other than from normal use, shall be the full responsibility of those renting the facility.
12. Renter shall protect, save and keep the Church harmless and indemnified against any and all liability, cost, damages or expenses arising out of any accident or other occurrence on the premises.
13. Cancellation: A full refund will be given provided cancellation notice is received at least 24 hours prior to the scheduled event.
14. You may decorate tastefully, in consultation with the Church Staff. Your party is responsible for the cleanup of personal decoration items.
15. Setting up tables and chairs is the renter's responsibility. All items that have been used or moved must be returned to their proper location and left in an orderly condition.
16. It is expected that any areas used are left in the condition they were found. All dishes used shall be washed and stored back in their proper place. All countertops, sinks and appliances shall be wiped clean. The kitchen floor shall be swept and the refrigerators emptied. All garbage should be brought to dumpster and contained properly.
17. Only rooms listed and reserved on the first page except for the washrooms may be used.
18. Fees are to be paid in full prior to the event.
19. It is the responsibility of the renter to **ensure all entrances and exits to the building** are secure and locked up after the event, all lights and appliances used should be turned off.
20. **Any damage should be brought to immediate attention to Church staff and inspected by a member of the building committee with a bill forwarded to cover costs if necessary.**

Contacts

Church Rental Contact: **Michelle Vanderwekken, Administrative Assistant**
Phone: 403-223-1399 Email: tabercrcoffice@gmail.com

Qualified Sound / Projector Operators: (Confirm the use of both sound and/or Projector equipment)	Qualified Pianist
<input type="radio"/> Ph:	<input type="radio"/> Ph:
<input type="radio"/> Ph:	<input type="radio"/> Ph:
<input type="radio"/> Ph:	<input type="radio"/> Ph:

Please note: Suggested persons are under no obligation to commit or make themselves available for your function

Supervision

Renter will be held responsible for the admission, action and behaviour of all participants by:

- Enforcing all policies and procedures stated in the Church rental agreement.
- Supervise all entrances and exits to prevent unauthorized people from entering the building.
- Limit activities and people to the area rented.

****Taber CRC Church Programs/Events take precedence over Rentals. Church Administration will give as much time as possible if booking needs rescheduling.****

Acceptance

I (we) verify that I (we) have read and agree to all the contact rules and fees for use of the Taber CRC Facility

Print Name:	Signature:	Date:
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